

# Recreation Support Assistant



**Job Code:** 1052  
**Grade:** 120  
**Reports to:** Facilities Administration Director  
**Salary Range:** \$33,172 - \$50,668  
**FLSA Status:** Non-Exempt

---

## **GENERAL STATEMENT OF DUTIES**

Performs varied, complex administrative support and customer support work of above average difficulty and usually of a specialized nature; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification applies specialized knowledge in interpretation of programs, rules, regulations, or procedures; provides the public with quality service while disseminating information about programs, sports, and special events. Work is performed under general supervision according to general instructions and/or established guidelines which apply to most work situations. Upon acquiring familiarity with specific work procedures, employees in this classification function with considerable independence on routine aspects of work.

## **ESSENTIAL FUNCTIONS**

Assisting with administrative, operational, and customer service related duties; maintaining complex records; gathering and developing statistical data for reports; providing information/customer service; verifying information.

## **EXAMPLES OF WORK**

- Conducts transactions with the public in matters requiring knowledge of rules, procedures, policies, precedents and activities.
- Supplies information involving facts and interpretations.
- Prepares documents based on data obtained from records and other sources and processes them in accordance with prescribed procedures.
- Compiles information for reports and transactions and assists in the consolidation and presentation of data.
- Receives, processes, and issues applications and permits.
- Collects, accounts for, and receipts fees, enters into records system.
- Prepares and maintains systems to insure accountability and controls.
- Plans, schedules, and performs a wide variety of clerical and typing work related to the specialized functions to which assigned.
- Prepares public information fliers, brochures, and publications.
- Schedules facilities, prepares and maintains calendar.
- Operates various office machines and word and data processing equipment as required.
- Acts as receptionist, answers telephone, relays and dispatches messages as required.
- Processes mail.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of standard office practices and procedures; ability to plan, lay out, and conduct clerical operations involving transactions requiring effective accountability and accurate controls; general knowledge of business English and arithmetic; ability to perform arithmetic calculations; ability to type and keyboard information accurately at a speed of 40 to 70 words per minute; ability to operate personal

computer and systems; ability to compile and calculate statistical data from source documents; ability to solve problems within scope of responsibility; ability to establish and maintain effective working relationships with others.

### **MINIMUM EDUCATION AND EXPERIENCE**

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate. Six (6) months of experience in the operation of a personal computer and in office assistance work; or any equivalent combination of education, training, and experience.

### **WORK CONDITIONS**

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires reaching, standing, walking, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS**

An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.